

Voter Authority Card Handling

During Election Day	
STEP	ACTIVITY
1	<ul style="list-style-type: none"> ➤ Place one <i>Voter Authority Card Envelope</i> at the Scanning Unit. When it fills, rotate it with a new envelope. ➤ Through the day, continue to rotate the <i>Voter Authority Card Envelopes</i> so that they do not get overstuffed.
2	<ul style="list-style-type: none"> ➤ Remove the <i>Voter Authority Cards</i> from the filled envelope. ➤ For a primary election: sort the <i>Voter Authority Cards</i> by party affiliation, count them, and place them in stacks of 25. ➤ For a general election: count the <i>Voter Authority Cards</i> and place them into stacks of 25.
3	<ul style="list-style-type: none"> ➤ Do not mix <i>Voter Authority Cards</i> from different Scanning Units. Keep them separate.
4	<ul style="list-style-type: none"> ➤ Paper clip each stack. Do not staple, fold, or roll up <i>Voter Authority Cards</i>. ➤ Keep the <i>Voter Authority Cards</i> flat.
5	<ul style="list-style-type: none"> ➤ Place <i>Voter Authority Cards</i> in the <i>Voter Authority Card</i> box for the Scanning Unit from which they came. ➤ When the box is filled, complete the sticker on the box .